



**STATE OF TENNESSEE**  
**DEPARTMENT OF COMMERCE AND INSURANCE**  
**MOTOR VEHICLE COMMISSION**  
500 JAMES ROBERTSON PARKWAY - 2ND FLOOR  
NASHVILLE, TENNESSEE 37243-1153  
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## **RELOCATION PROCEDURES FOR MOTOR VEHICLE AND MOTORCYCLE DEALERS**

Pursuant to T.C.A. 55-17-113(b) which states in part that "any motor vehicle dealer licensed hereunder shall promptly notify the commission of a change in ownership, location or franchise or any other matters the Commission may require by rule. If a dealership changes its location entirely or in part or changes, or adds to the dealer's franchise or line-makes, a new license must be applied for as in any original application." Therefore, the procedures applicable to the above law for issuing a motor vehicle dealer's license are as follows:

1. The *Minimum Requirements for Tennessee Motor Vehicle Dealer License* must be met or exceeded.
2. If a relocation, a new sales tax number is not required. However, notification to the Department of Revenue of the address change must be on file.
3. The business tax permit must be changed if the relocation is to another county. If location is within the same county, an address change notification must be on file with the municipal and/or county authorities.
4. A garage liability insurance policy endorsement of the address change, or a copy of the Certificate of Insurance acknowledging the new address must be provided.
5. A new background disclosure form(s) must be completed.
6. The motor vehicle dealer **license for the old location** address **must be surrendered** and submitted with the relocation application. In the event the license is not available, an Affidavit (Voluntary Surrender Form) provided must be completed and submitted. This form will be provided by your area Field Investigator at the time of application.
7. A surety bond rider showing the address change and the change in expiration date must be included with the application. The dealer license number will remain the same. However, the license expiration date changes to the last day of the month twenty-four (24) months from the new application date.
8. The applicant **must** furnish a copy of the final judgment involving any **felony or crime of moral turpitude** previously committed by any owner, partner, or financial participant in the dealership (if

any) unless such documents are already on file with the commission.

9. A new mechanical Service Agreement must be completed, if applicable.
10. Franchised dealers must provide letter(s) of manufacturer's approval of relocation.
11. All salesperson(s) license will be transferred with the motor vehicle dealer's license to the new address, however, the expiration dates remain as stated. New applications for licensed salespersons are **NOT** required.
12. A current financial statement must be submitted if the statement on file in the commission office is over twelve (12) months old.
13. Relocation application fee:  
New motor vehicle dealer or new motorcycle dealer .....\$200.00 per line make  
Used motor vehicle dealer or used motorcycle dealers .....\$200.00

Applicable licensing fees are payable by cash, check, money order, or certified check. Checks are to be payable to: **Tennessee Motor Vehicle Commission**. NOTE: Cash must be paid by the applicant to the Cashier's Office of the Department of Commerce and Insurance at the Davy Crockett Tower, Fifth Floor, 500 James Robertson Pkwy, Nashville, TN 37243-1153. **DO NOT MAIL CASH**. Field Investigators will **NOT** accept any payments. With proper documentation of the requirements and the complete application, the relocation license is typically issued within five (5) days following receipt in the Commission office. To expedite license issuance, express parcel delivery service is recommended.

Please contact the Field Investigator for your county when you have completed the above requirements, or if you have any questions about the procedures. The Field Investigator office address and telephone number for your county can be located by [Clicking Here](#).